

CR
E

January 19, 2021

Chris Dunn
2003 Cully Drive
Baton Rouge, LA

State of Louisiana Department of State Civil Service
Louisiana Board of Ethics
P. O. Box 4368
Baton Rouge, LA 70821

Re: Request for Advisory Opinion

Dear Board of Ethics:

I am seeking an employment advisory opinion from the Louisiana Board of Ethics.

I am currently employed at Louisiana Housing Corporation (LHC) 2415 Quail Drive, Baton Rouge Louisiana, 70808 in the Construction Compliance and Energy Department with a job title of Admin Program Specialist C. I have been offered the Weatherization Program Directors position at Quad Area Community Action Agency, Inc. 45300 North Baptist Road Hammond, Louisiana 70401 a non-profit community action agency that LHC contracts with to provide and install weatherization measures on qualified homes in Louisiana.

My current LHC job description includes:

Assisting LHC in manage the delivery of services provided under the guidelines of the Department of Energy Weatherization Assistance Program (WAP). LHC contracts with community action agencies and local government entities including Quad Area Community Action Agency, Inc. as one of the seven agencies to deliver DOE's weatherization assistance program to low income homes in the state of Louisiana.

Attached is State of Louisiana application for the position of: Administrative Program Specialist C – compliance.

My job duties as an Admin Program Specialist C include the following:

- Perform on site inspections for LHC of completed DOE weatherized units to document compliance with Department of Energy (DOE), State and local agency regulations and guidelines pertaining to the weatherization program.
- Conduct on-site inspections of contractor operating procedures, energy conservation measures installed on homes and their file documentation to insure compliance with WAP guidelines at the contractor offices throughout Louisiana.
- Prepares LHC's technical inspection and field monitoring reports, corrective actions and reworks for all Louisiana weatherization agencies.

ETHICS BOARD REC'D
JAN 19 '21 AM 11:49

HAND DELIVERED

- Maintain complete, organized, and accurate files for all assigned tasks and program areas, ensuring that the files are in compliance with all Federal, State, and Agency guidelines and requirements.
- Assessing home energy efficiency and monitoring the quality of weatherization improvements done to clients' homes; ensuring compliance with both the work estimate and Department of Energy guidelines, field guides; and following up with clients to assure satisfaction.
- Investigates complaints or problems between clients and subcontractors.
- Work with state office and agencies on evaluating computer base monitoring and training with Hancock Software, Weatherization Assistant National Energy Audit Tool (NEAT) and Manufactured Home Energy Audit (MHEA) software.
- Curriculum development for LHC Weatherization Department aligning with Department of Energy and Building Performance Institute (BPI) on Weatherization field training, energy audit software and class curriculum.
- Provides guidance and direction to agencies Weatherization staff, evaluates performance, assesses, and assist with secures training opportunities and resources for weatherization staff development.
- Technical expert for health and safety and energy saving measures installed on weatherized units in Louisiana.
- Knowledge of health and safety issues, including by not limited to combustion appliances, HVAC systems, indoor air quality, asbestos, electrical, fire hazards, lead base paint, mold, moisture, OSHA, safety data sheets, weatherization crew and client safety.
- Travel locally, regionally, and nationally to attend meetings, workshops, and conferences.
- Working knowledge of natural gas, LP gas, fuel oil, and electric heating systems and of all codes applicable to HVAC system and installations.
- Use of WAP equipment, tools, and materials including ladders, hand tools, carpenter's tools, diagnostic/testing equipment, energy audit software, and ability to operate motor vehicles.
- Louisiana Technical Standards, energy audit software and Louisiana Field Guide subject matter expert in development for the state's Weatherization Program.
- Review and approval of Louisiana's Weatherization Site Built and Manufactured Homes Weatherization Field Guide.
- Ability to comprehend a variety of reference books and manuals including building codes, computer handbooks, topographical maps, building manuals, program manuals, estimating manuals, architectural drawings, etc.
- Member of pilot programs for BPI, NREL and DOE covering energy efficiently certifications.
- Completed, submitted and DOE approved Energy Audit Procedures every five years for site built and manufactured units in Louisiana.
- Implantation of ASHREA 62.2 indoor air quality standards and documentation state wide on units weatherized.
- Work with Energy Director on Master File, Health and Safety Plans and State Plans annually for DOE submittal.
- Established LHC Industriplex site as BPI approved testing and training facility.
- BPI proctor and trainer for LHC Industriplex Facility.

- Responsible for instructing agency and WAP personnel in energy conservation measures, residential heating and cooling system efficiencies and health and safety issues.
- Advise and interpret the application of policies, procedures, and standards to specific situations with the ability to explain, demonstrate and clarify to others, the understanding of the well-established policies, procedures and standards.
- Oversees day to day operations at Weatherization training center and skilled in the use of computers for email, creation, and manipulation of Windows, Databases, and Microsoft Office Suite.
- Assist LHC and subcontractors in compliance with DOE Weatherization Assistance regulations and best practices.

Please note that Quad Area Community Action Agency, Inc. is a private nonprofit agency and may also be considered a quasi-public agency. Detail job description for the Weatherization Program Director from Quad Area Community Action Agency, Inc is attached. Quad Area Community Action, Inc. previous Weatherization Program Director was killed in a fatal crash and this is an emergency request to be placed on the Boards February meeting agenda.

Respectfully



Chris Dunn
Admin Program Specialist C

225.439.0473



STATE OF LOUISIANA
invites applications for the position of:
**ADMINISTRATIVE
PROGRAM SPECIALIST C -
compliance**

An Equal Opportunity Employer

OPENING DATE: Mon. 03/23/20

CLOSING DATE: Sat. 03/28/20 11:59 PM Central Time (US & Canada)

SALARY: \$19.04 - \$37.48 hourly
\$3,300.00 - \$6,497.00 monthly

JOB TYPE: Classified

LOCATION: Baton Rouge, Louisiana

SUPPLEMENTAL INFORMATION:

The vacant position will be filled by Job Appointment or Probational Appointment.

Applicants must have Civil Service test scores for **8100-Professional Level Exam** in order to be considered for this vacancy unless exempted by Civil Service rule or policy. If you do not have a score prior to applying to this posting, it may result in your application not being considered.

Applicants **without** current test scores can apply to take the test [here](#).

To apply for this vacancy, click on the "Apply" link above and complete an electronic application which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process by selecting the 'Applications' link after logging into their account. Below are the most common status messages and their meanings.

Application received - Your application has been submitted successfully.

Checking for required test score - We are making sure you have an active, passing score for the required written test.

Written Exam – See History – Click on the History link for test results. Candidates with an active, passing score will designate as "Pass". Candidates with a failure on the written exam designate as "Fail". If no information is present, you have no present written exam results.

Evaluating experience - Your application is being reviewed to ensure you meet the minimum qualifications for the position.

Minimum Qualification Review – See History – Click the History link for the results of your application review. Passing candidates will designate as "Pass". Failing candidates will designate as "Fail".

Eligible for consideration - You are among a group of applicants who MAY be selected for the position.

Eligible Pending Supplemental Qualification Review - Only candidates meeting the supplemental qualification will be eligible for referral.

Referred to hiring manager for review - Your application has been delivered to the hiring manager. You may or may not be called for an interview.

Position filled - Someone has been selected for the position.

Position canceled - The agency has decided not to fill the position.

The State of Louisiana only accepts online applications. Paper applications will not be accepted. Computer access is available at your local library, at local Louisiana Workforce Commission Business Career Solutions Centers, and at our Baton Rouge Information and Testing Office at 5825 Florida Boulevard, Room 1070, Baton Rouge, LA 70806. If you require an ADA accommodation, please contact our office at (225) 925-1911 or Toll Free: (866) 783-5462 during business hours for additional assistance.

(Please note: Libraries and LWC centers cannot provide in-depth assistance to applicants with limited computer skills; therefore, we suggest that such applicants have someone with computer proficiency accompany them to these facilities to assist with the computer application process. Also, no State Civil Service employees are housed at the libraries or LWC centers to answer specific questions about the hiring process. Such questions should be directed to our Baton Rouge Information and Testing Office at the phone numbers above or by visiting the office on Florida Blvd. where assistance is available. Information is also provided on our job seeker website at www.jobs.la.gov).

For further information about this vacancy contact:

Denise Ackoury
Louisiana Housing Corporation
2415 Quail Drive
Baton Rouge, LA 70808
(225) 763-8700
dackoury@lhc.la.gov

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus two years of professional level experience in administrative services.

SUBSTITUTIONS:

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree.

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

NOTE:

Examples of professional administrative service fields include: Accounting, Financial Auditing, Budget work, Contract/Grants work, Human Resources/Personnel, Information technology, Insurance, Purchasing/Procurement, Quality assurance, Records management, Risk management, and Safety. In the area of wholesale/retail sales, we will also accept store managers, business managers, regional sales managers, or district sales managers as experience in administrative services.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

JOB CONCEPTS:

Function of Work:

To perform responsible, administrative functions in support of an organizational unit.

OR

To manage a specialized departmental or statewide program.

Level of Work:

Advanced.

Supervision Received:

General from higher-level supervisory personnel.

Supervision Exercised:

May supervise 1-2 lower level personnel.

Location of Work:

May be used by all state agencies.

Job Distinctions:

Note: Agency impact, hierarchy, and reporting relationship patterns will be considered when making allocations to this level.

Differs from Administrative Program Specialist--B by the presence of a higher degree of

complexity, impact, or independence in assigned duties and program areas.

Differs from Executive Staff Officer by the absence of responsibility for serving as special assistant to an Assistant Secretary or equivalent.

EXAMPLES OF WORK:

ADMINISTRATIVE FUNCTIONS

Performs responsible duties related to the proper operation, coordination, and management of at least two of the following administrative functions:

Budget, Contracts/Grants, Fiscal Management (payroll, payables, receivables, etc.), Information Technology, and Personnel.

PROGRAM MANAGEMENT

Manages the operations of a departmental or statewide program, including fiscal responsibility for purchasing and budgetary reporting.

Establishes, implements, and revises (as necessary) the program's standards and guidelines.

Coordinates program information by maintaining databases, generating reports, and ensuring information integrity; may require presentation of information in workshops, meetings, etc.

Performs certification and eligibility duties as it relates to the program.

Ensures program compliance to Federal and State regulations.

Administers contracts (such as property leases and service agreements) as they pertain to the program.

May supervise a small program support staff.

May require a special license and/or continuing education in the program field.

May serve as a member of a board or committee relevant to the program's mission.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/louisiana/default.cfm>

Job #126056
ADMINISTRATIVE PROGRAM SPECIALIST C - COMPLIANCE
KM

OUR OFFICE IS LOCATED AT:
For agency contact information, please refer to
the supplemental information above.
Louisiana State Civil Service, LA 70802
(866) 783-5462
jobs@la.gov

An Equal Opportunity Employer

1/4/21

JOB DESCRIPTION

JOB TITLE: Program Director

PROGRAM: Weatherization

REPORTS TO: Administration Manager

JOB SUMMARY: This position requires a high level of professional work which involves program development, coordination, evaluation, and provision for administration and coordinator of his/her particular program. Work is performed in accordance with the agency Personnel Policies and Procedures and is reviewed by reports and results of work. The Program Director is responsible for providing direct coordination with persons working in that particular program.

DUTIES AND RESPONSIBILITIES:

1. Monitors, evaluates, and reports on activities of his/her program
2. Coordinate activities of his/her particular program with that of staff.
3. Serves as resource person to Board of Directors regarding activities of his/her program
4. Expands and improves methods and levels of communication for all program operations.
5. Provide training and technical assistance to staff.
6. Attends training sessions/workshops required by the granting agency.
7. Assist Accounting Department/Executive Director with all budgets, modifications and planning of his/her program.
8. Maintains necessary records of his/her program for review by granting agency monitors/auditors.
9. Ensures compliance of rules/regulations of his/her granting agency.
10. Meets monthly with the Accountant to be advised on financial status of funding of his/her program.

Page 2
Job Description
Program Director

11. Sets goals for his/her program and monitors program progress.
12. Perform all other related duties as assigned.

QUALIFICATIONS:

High school graduate with specific training in home construction, office procedures and at least one year of administrative experience and Home Energy Assessment retro fit experience. Must have good record keeping skills and some bookkeeping.

Contact Information
Chris Dunn

Address:

2003 Cully Drive

Baton Rouge, LA

70816

Email address:

ccdunn123@gmail.com

cdunn@lhc.la.gov

Cell Phone Number:

225.439.0473